

**Springfield Park District
BOARD MEETING**

MINUTES

Wednesday, October 16, 2013

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, October 16, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center, 2500 South 11th Street, Springfield, Illinois.

Roll Call

President Sgro called the meeting to order at 5:30 p.m. and requested roll call.

Members Present: President Sgro, Vice President Noll, Trustees, Flickinger, Hammer, Jannazzo, and Wojcicki Jimenez

Others Present: Derek Harms, Acting Director; Mark Bartolozzi, Director of Finance/HR; Elliott McKinley, Director of Parks; Dan Wright, Legal Counsel; Justin Reichert, HR; Joe Hills, Treasurer; Staff, media and public

Minutes of Previous Meeting

Minutes of the September 18, 2013 Regular Board Meeting were presented. It moved by Hammer and seconded by Wojcicki Jimenez to approve the September 18, 2013 Board Meeting minutes as presented. All approved by voice vote: 6 voting yes 0 voting no. Motion passed.

Minutes of the October 10, 2013 Special Board Meeting were presented. It was moved by Noll and seconded by Hammer to approve the September 12, 2013 Special Board meeting minutes as presented. All approved by voice vote: 6 voting yes 0 voting no. Motion passed.

Trustee Schmidt entered meeting in progress.

Public Comment

- David Hoelzer: Asked the Board to consider authorization of "Letter of Intent" to begin fundraising for the potential dog park in Washington Park
- Lynn Miller (Springfield Advisory Council): Commending the Park District Board for considering approval of the SATS Bicycle Plan
- Rick & Sue Dunbar: Support of potential new dog park in Washington Park
- Cheryl Ramsey: Support of potential new dog park in Washington Park

BUILDINGS & CONCESSIONS

Termination of Lease of SHG Tennis Courts

Chair Noll moved to Authorize Park Board President to terminate lease of SHG Tennis Courts". Motion was seconded by Jannazzo.

Roll Call Vote: Flickinger – yes, Hammer – yes, Jannazzo – yes, Noll – yes, Schmidt – yes, Wojcicki Jimenez – yes, Sgro – yes

LONG RANGE PLANNING

Resolution #389-13 RE: SATS Bicycle & Pedestrian Plan

Chair Flickinger moved to Approve Resolution #389-13 Regarding SATS Bicycle & Pedestrian Plan. Motion was seconded by Jannazzo.

Roll Call Vote: Flickinger – yes, Hammer – yes, Jannazzo – yes, Noll – yes, Schmidt – yes, Wojcicki Jimenez – yes, Sgro – yes

RECREATION

Contract Renewal with Illinois Diving Academy

Chair Hammer moved To Execute Contract Renewal with Illinois Diving Academy. Motion was seconded by Noll. Acting Director Harms added that Item #13 (Concessions) was modified (As requested in the committee meeting) to mirror the language used the recently approved contract with Academy Swim Club.

Roll Call Vote: Flickinger – yes, Hammer – yes, Jannazzo – yes, Noll – yes, Schmidt – yes, Wojcicki Jimenez – yes, Sgro – abstention

Letter of Intent to allow Fundraising for Potential Dog Run in Washington Park

Chair Hammer explained that a Letter of Intent has been prepared and approved by Legal granting preliminary approval to David and Karen Hoelzer regarding the proposed Dog Run in Washington Park. (Letter attached to minutes). Chair Hammer moved to Approve Letter of Intent to allow Fundraising for Potential Dog Run in Washington Park. Motion was seconded by Schmidt.

Roll Call Vote: Flickinger – no, Hammer – yes, Jannazzo – no, Noll – yes, Schmidt – yes, Wojcicki Jimenez – no, Sgro – yes.

Trustees Jannazzo and Wojcicki Jimenez both made statements prior to stating their vote thanking the Hoelzers for the generous donation, but at that time they felt they were unable vote in favor of the motion due to the current overall financial position of the District, specifically citing numerous cuts that were made during the 2013/14 budget process

Trustee Flickinger also distributed a document to all board members outlining his concerns about the potential dog park. A copy of this document is included with these minutes.

LIAISON

No Report

GRANTS & MARKETING

No Report

FINANCE

Statement of Claims

The Statement of Claims was presented by Chair Jannazzo. Chair Jannazzo moved to approve the Statement of Claims & Visa bills as presented. Motion was seconded by Schmidt.

Roll Call: Flickinger – yes, Hammer – yes, Jannazzo, yes, Noll – yes, Schmidt – yes, Wojcicki Jimenez – yes, Sgro – yes.

Staff will respond to the one remaining outstanding questions regarding VISA bill

Ordinance Enforcement Procedure

Chair Jannazzo moved to Approve Ordinance Enforcement Procedure. Motion was seconded by Schmidt.

Roll Call: Flickinger – yes, Hammer – yes, Jannazzo, yes, Noll – yes, Schmidt – yes, Wojcicki Jimenez – yes, Sgro – yes.

Employee Policy Manual

Chair Jannazzo moved to Approve the Employee Policy Manual. Motion was seconded by Hammer.

Roll Call: Flickinger – yes, Hammer – yes, Jannazzo, yes, Noll – yes, Schmidt – yes, Wojcicki Jimenez – yes, Sgro – yes.

Justin Reicher, HR Consultant, Staff and Trustees were thanked for their hard work and time to complete the policy manual.

Chair Flickinger asked that the Board to explore the possibility of expanding the Nepotism Policy to include the Board of Trustees. He will bring this issue to a future meeting for further discussion.

Forensic Audit

Trustee Noll moved to Approve the Forensic Audit Performed by Cheryl Martin of Kerber, Eck & Braeckel, LLP and release to the Public per FOIA requests. Motion was seconded by Jannazzo.

Roll Call: Flickinger – yes, Hammer – yes, Jannazzo, yes, Noll – yes, Schmidt – yes, Wojcicki Jimenez – yes, Sgro – yes.

BUSINESS

No Business

ADJOURMENT

There being no further business to come before the Board
It was moved by Wojcicki Jimenez and seconded by Flickinger to adjourn
the meeting at 5:50 p.m.

DOG PARK

** When a park is overdeveloped its referred to as reaching carrying capacity. After this point it will begin to deteriorate. A large portion of a community park should be preserved for natural areas Washington Park has reached this point with erosion of soil and deterioration of facilities, buildings and trees. The flora and fauna have been negatively affected. We need to concentrate on reversing this trend, rather than developing more areas. Further development will be detrimental. creating more conflicts with cars, bikes, motorcycles, walkers, runners, and baby strollers. Preservation of our precious natural resources is paramount to our pledge to be good stewards in our role as Park Trustees. We reverred our forefathers for fighting to establish Washington Park and preserving the beauty of its natural areas. Will future generations condemn the Trustees ~~now and in the past twenty years~~ for their lack of ecological practices?

** Budget Issues- We should not build new facilities when we are desperately trying to find ways to reduce operational cost and keep facilities open. Even with donations the Park District will incur cost now and more in the future. We told the public it was necessary to close Eisenhower, reduce hours at Nelson and Veterans pools, close early, etc. It's rather ironic

**Parking will be an issue.

Respectfully,

Ted Flickinger

October 16, 2013

LETTER OF INTENT REGARDING PROPOSED "DOG RUN"
AREA IN WASHINGTON PARK

Dear Mr. and Mrs. Hoelzer,

Thank you for attending the October 10, 2013 Committee Meeting of the Springfield Park District Board of Trustees ("Board of Trustees") to provide information regarding the privately-funded construction of a proposed dog run area in Washington Park (the "Project").

The Board of Trustees has granted preliminary approval of the Project subject to the following:

1. Tentative site (see Exhibit "A");
2. Project to be administered by the Springfield Parks Foundation pursuant to a mutually acceptable private funding and construction agreement with the Springfield Park District;
3. Prior District approval of final designs, plans and contracts relating to the Project;
4. No expenditure of public funds;
5. All funds necessary to complete the Project must be deposited in escrow under mutually acceptable terms before commencement of work;
6. Positive response from Springfield residents and community groups through a series of public hearings;
7. All necessary approvals from the City of Springfield, Illinois Historic Preservation Agency and any other applicable governmental authorities;
8. Establishment of a separate dedicated fund in an amount satisfactory to the Board of Trustees to assist with future operational and maintenance expenses; and
9. Conformity with the District's Long Range Plan.

Upon satisfactory completion of the foregoing, the Board of Trustees will consider final approval of the Project.

THIS LETTER OF INTENT IS NOT A BINDING CONTRACT.

Leslie Sgro
Springfield Park District Board of Trustees, President

Finance & HR Committee Meeting
October 14, 2013 – 5:30 p.m.

Present: Trustees, Hammer, Jannazzo, Noll, Wojcicki Jimenez
Others Present: President Sgro, Trustee Flickinger & Schmidt; Acting Director Harms;
Director of Finance & HR, Mark Bartolozzi; Legal Counsel, Dan Wright;
Bruce Stratton; Justin Reichert; Cheryl Martin; Captain Davis, Staff & Media

A Committee Meeting of the Finance & HR Committees was held on Monday, October 14, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

FINANCE & PERSONNEL COMMITTEE

Staff Report

Director of Finance & HR, Mark Bartolozzi gave a brief update.

Statement of Claims

Statement of Claims and VISA bill statements were presented. Bartolozzi apologized for not getting questions emailed to him answered but was having computer difficulties and would get all questions answered prior to the meeting. Both will be presented to the Board at the October 16, 2013 Board Meeting for approval.

President Sgro entered meeting in progress.

Ordinance Enforcement Procedure

Legal Counsel, Dan Wright, explained the District would like to implement an Ordinance Enforcement Procedure. The Park Ordinance Procedures Acts allows the park district to issue a new form citation which charges a specific fine and a due date which would be paid directly to the park district through the main office or park district legal counsel's office. The park district would then realize the entire revenue as opposed to small percentage realized currently being paid through the Circuit Clerk's office. The Park District would have the option of assessing a late fee and filing a criminal complaint if the fee is not paid. This would reduce the amount of time legal counsel would be in court for park district violations. These tickets do not affect driving records and supervision is not required. The Peoria and Decatur Park District are currently using this system. A pilot program was conducted by the Park District earlier this summer with a substantial difference in revenue (\$5,000 to \$1,200-1,800). If the Board approved the Ordinance Enforcement Procedures, implementation process would be 2-3 weeks once printed was completed (estimated late November, early December). Staff supports this procedure change.

Trustee Ted Flickinger entered meeting in progress.

Employee Policy Manual

Justin Reichert explained to the Board he has tried to answer all the Board's questions and believes the policy manual is in final draft form. He would like to present it to the Board at the Regular October Board meeting (10/16/13). Once approved the implementation process would be immediate. Distribution of hard copies of the policy manual would be given to full-time employees. Seasonal employees will already be on leave so they will need to be distributed to them upon their return to work. Each employee will be required to sign a document acknowledging they have received their copy of the employee policy manual. The Board previously wanted to include all documents referenced in the manual (ie: forms, job description, etc.) but have since decided they would not be included, but available to employees as needed. This would eliminate the need to go to the Board for routine changes and updates to the documents referenced in the manual. The Board may consider passing a resolution or ordinance to review the policy manual on a regular basis or to coordinate review with union negotiations. Reichert suggests reviewing 6 months prior to negotiations. Employee Policy Manual will be presented at the October Board meeting.

Retire to Executive Session

It was moved by Jannazzo and seconded by Hammer to retire to executive session per Open Meeting Act 2(c)(29) at 6:10 p.m. All approved by voice vote.

**Joint Buildings & Concessions, Long Range Planning, Recreation, Liaison
and Grants & Marketing Committee Meeting**

MINUTES

October 10, 2013

Members Present: Hammer, Jannazzo, Noll, Schmidt, Wojcicki Jimenez*

Others Present: Acting Director, Derek Harms; Director of Parks, Elliott
McKinley; Director of Finance/HR, Mark Bartolozzi; and Staff

A Joint Meeting of the Buildings & Concessions, Long Range Planning, Recreation, Liaison, and Grants & Marketing Committees was held on Thursday, October 10, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

Trustee Wojcicki Jimenez began the meeting attending remotely (as voted on in the Special which met just prior to this meeting).

Buildings & Concessions Committee

Lease Termination of SHG Tennis Courts

Acting Director Harms explained that in 1977 six lighted tennis courts were built on SHG property and leased to the City. In the 2002, Park District assumed the leased the courts in the City merger and had maintained them up to the last two years, in. SHG has since taken over the maintenance, removed the Park District sign, resurfaced the courts and assumed the utility bills. SHG is requesting the Park District terminate the Lease Agreement. The Committee agreed to recommend termination of the lease at the October Regular Board Meeting.

Recreation Committee

Illinois Diving Academy Contract Renewal

Acting Director Harms explained the Illinois Diving Academy has rented the diving well at Eisenhower Pool for the last three years and it has been a good relationship. The Illinois Diving Academy would like to renew their contract with two changes: (1) time period would be for 3 years instead of 1 year and (2) Hourly Rental Fee would increase each year (1st year \$27.00/hour; 2nd year \$29.00/hour; and 3rd year \$31.00/hour). Contract has been reviewed and approved by Legal. Trustee Jannazzo suggests adding language regarding use of the Concession Stand to be consistent with other rental contracts. Staff will revise, send to legal and present at the October Regular Board Meeting.

Washington Park Dog Run

Karen and David Hoelzer, Kent Massie and Don Evans were all in attendance to discuss a potential dog run in Washington Park. Those in attendance were all in support of the dog park. The Hoelzers are requesting the Board's approval on the concept of a dog park and to begin

fundraising. The Hoelzers have revised their first request and scaled back the layout (from 3 acres to 1 acre for the large run and .2 acres for the small run). They have also reduced the size to include land currently maintained by the park district maintenance department and will not remove any live trees. Director of Finance, Mark Bartolozzi, estimates an annual fee of \$4,000. *Trustee Wojcicki Jimenez entered meeting in progress.*

Washington Park Dog Run Continued

Rotation of the proposed dog runs is a long term goal. A veterinary partnership to issue a card system was suggested as well as a minimal membership fee with the membership fee to go toward ongoing expenses. The Hoelzers fundraising goal would be \$100,000 (\$50,000 raised and \$50,000 matching) with 20% earmarked for ongoing expenses and a timeline of 12-18 months. Trustee Schmidt suggested a "letter of intent" be approved for the Hoelzers so they can begin fundraising. Trustees Jannazzo and Wojcicki both were hesitant to move forward without more information being shared with the public (ie: a public hearing). Staff added it is the Board's common practice for 100% of funding to be raised prior to construction, subject to public and legal approval. Trustee Hammer will contact Legal Counsel prior to the Wednesday Regular Board Meeting.

Long Range Planning

Staff Report

Director of Parks, Elliott McKinley explained to the Board that the contract for the Spillway project in Washington Park began with Jeff Antonacci and Hoelscher Engineering. Jeff Antonacci has since changed employment and is now employed by Knight Engineering, but Hoelscher kept Jeff on the Spillway project. Hoelscher Engineering has informed the Park District they would like to be released from the project and Knight Engineering along with Jeff Antonacci could negotiate a contract to finish the project. McKinley said a professional service agreement is forthcoming.

Update on High Speed Rail Plans near Woodside Road

Director of Parks, Elliott McKinley informed the Board the representatives for the HSR ARC still meeting with other groups including the City and HDR preparing a presentation and update to be brought to the Board before the year's end. This will explain the effects and changes to the Interurban Trail near Woodside and Iron Bridge Road area.

SATS Bicycle & Pedestrian Plan

Linda Wheeland, Senior Planner with Springfield Area Transportation Study (SATS), asked the Board to review the Bicycle and Pedestrian Plan presented and consider adopting a Resolution at the October regular Board meeting. The Plan is a comprehensive collaboration between jurisdictions meant to guide development of an interconnected bicycle network and pedestrian network that can provide safe and efficient travel for bicyclists and walkers throughout the area. Adopting the Plan will support efficient use of resources to provide facilities for active transportation modes and provide a long term plan to build bicycling and walking networks. The Resolution will be presented at the October Board meeting for approval.

Liaison Committee

Staff Report

Trustee Schmidt informed the Board the Parks Foundation meeting was cancelled and will reschedule.

Grants & Marketing Committee

Staff Report

Trustee Wojcicki Jimenez informed the committee there has been discussion regarding Barker Park but currently lacks of funding. She suggests projects should be scaled back due to funding and continuity of approval for projects need to be considered.

Trustee Hammer explained the Youth Hockey Association provides two \$300 scholarships to Youth Hockey participants to help offset expenses. Trustee Hammer asked if the trustees would consider making a personal donation so one more scholarship could be awarded.

There being no further business to come before the Board
the meeting adjourned at 7:10 p.m.